



May 28, 2010

TO: PROJECT DIRECTORS, RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

SUBJECT: FISCAL YEAR 2010/11 REQUEST FOR APPLICATION

The California Emergency Management Agency (Cal EMA) is pleased to announce the release of the Residential Substance Abuse Treatment (RSAT) Program, Request for Application (RFA). The RSAT Program is made available by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

A total of \$979,087 is being made available through this RFA. Eligibility is limited to the Orange County Probation Department in addition to the Los Angeles, Riverside, Sacramento and Tulare County Sheriff's Departments. This program has a 25% cash or in-kind match based on the total project cost.

The RSAT Program assists state and units of local and tribal government with the development and implementation of substance abuse treatment programs in state, local and tribal correctional and detention facilities. RSAT also provides its recipients the capability to create and maintain community-based aftercare services for offenders.

The RFA is posted on the Cal EMA website www.calema.ca.gov. From the homepage a copy can be reviewed by accessing the "Grant Programs" tab located inside a horizontal shaded bar situated just below the Cal EMA Logo. Select, "Grant Applications and Proposals (RFA's/RFP's)," from the drop-down menu. Next, select the link "Request for Application (RFA) Funding Information." Finally, pinpoint the 2010 RSAT Program listed under "RFA's Available".

The completed Application must be received or postmarked by **Thursday, July 1, 2010**. All applications must be either hand delivered to this office or postmarked no later than 5:00 pm on the submission due date.

California Emergency Management Agency
Public Safety and Victim Services Programs
3650 Schriever Avenue
Mather, CA 95655
Attn: Crime Suppression Section – RSAT RFA

For questions concerning this program or the enclosed RFA, please contact the Roman Alvarez, RSAT Program Specialist, Crime Suppression Section, at (916) 324-9150.

Sincerely,

BRENDAN A. MURPHY
Director of Grants Management

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

TABLE OF CONTENTS

[Printable Version](#)

I. OVERVIEW

A.	INTRODUCTION.....	1
B.	CONTACT INFORMATION.....	1
C.	APPLICATION DUE DATE AND SUBMISSION OPTIONS	1
D.	ELIGIBILITY	1
E.	FUNDS.....	1
F.	PROGRAM INFORMATION.....	2
G.	FEDERAL REPORTING REQUIREMENT	3

II. RFA INSTRUCTIONS

A.	PREPARING AN APPLICATION	5
B.	PROJECT NARRATIVE	5
1.	Problem Statement.....	6
2.	Plan	6
3.	Capabilities	7
C.	PROJECT BUDGET	8
1.	Budget Narrative.....	9
2.	Specific Budget Categories	9
D.	APPLICATION APPENDIX	11

III. POLICIES AND PROCEDURES

A.	FINALIZING THE GRANT AWARD AGREEMENT	12
1.	Standard Project Funding Authority.....	12
2.	Processing Grant Awards.....	12
B.	ADMINISTRATIVE REQUIREMENTS	13
1.	The <i>Recipient Handbook</i>	13
2.	Internet Access.....	13
3.	Progress Reports and Data Collection	13
4.	Monthly/Quarterly Report of Expenditures/Request for Funds.....	13
5.	Technical Assistance/Site Visits	13
6.	Monitoring Requirements	14
7.	Audit Requirements	14
8.	Source Documentation	14
9.	Bonding Requirements	14
10.	Copyrights, Rights in Data, and Patents.....	14
C.	BUDGET POLICY	15
1.	Supplanting Prohibited	15
2.	Project Income.....	15
3.	Methods of Contracting and/or Procurement.....	15
4.	Match Requirements	15
5.	Travel Policies	16
6.	Participating Staff	18
7.	Independent Contractor/Consultant Services.....	18
8.	Facility Rental	19
9.	Rented or Leased Equipment.....	19
10.	Audits.....	19
11.	Equipment	19

12. Prohibited Expense Items.....	20
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IV. Attachments

APPLICATION FORMS (including web links)	22
GLOSSARY OF TERMS	23

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

PART I – OVERVIEW

- A. INTRODUCTION
 - B. CONTACT INFORMATION
 - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
 - D. ELIGIBILITY
 - E. FUNDS
 - F. PROGRAM INFORMATION
 - G. FEDERAL REPORTING REQUIREMENTS
-

A. INTRODUCTION

This Request for Application (RFA) provides pertinent information necessary to prepare an application for California Emergency Management Agency (Cal EMA) grant funds, as well as applicable forms. The terms and conditions described in this RFA shall supersede previous RFAs and any conflicting provision stated in the *Recipient Handbook*. The *Recipient Handbook* is a resource containing helpful information when developing the application, and may be accessed on the Internet at www.calema.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” to locate the *2009 Criminal Justice Programs Recipient Handbook*. Alternatively, you may scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for “Recipient Handbooks”.

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be directed to Roman Alvarez, Criminal Justice Specialist. Mr. Alvarez’s telephone number is (916) 324-9150. He may be reached by email as well at: roman.alvarez@calema.ca.gov.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal EMA’s Public Safety and Victim Services Programs by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Thursday, July 1, 2010**, **OR** hand delivered by 5:00 p.m. on **Thursday, July 1, 2010** to:

California Emergency Management Agency
Public Safety and Victim Services Programs
3650 Schriever Avenue
Mather, CA 95655
Attn: RSAT - Crime Suppression Section

D. ELIGIBILITY

Only the following five local units of government: Los Angeles, Riverside, Sacramento and Tulare County Sheriff’s Departments and the Orange County Probation Department are eligible to apply.

E. FUNDS

Cal EMA applies for and receives Residential Substance Abuse Treatment (RSAT) Program funds annually from the United States Department of Justice (USDOJ), Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs (OJP), created by the Violent Crime Control and Law Enforcement Act of 1994, (Public Law 103-322), statute (42 U.S.C. §3796ff-1 (e)). Applicants will be funded for a one-year grant period to commence on October 1, 2010, and end on September 30, 2011. The following chart outlines the non-competitive funding levels available to individual applicants.

Recipient	Cash Award	25% Match	Total Project Cost
Los Angeles County Sheriff's	\$200,000	66,667	266,667
Riverside County Sheriff's	\$200,000	66,667	266,667
Sacramento County Sheriff's	\$200,000	66,667	266,667
Tulare County Sheriff's	179,087	59,696	238,783
Orange County Probation	\$200,000	66,667	266,667
Total	\$979,087	\$326,364	\$1,305,451

The RSAT Program requires a cash or in-kind match in the amount of 25% based upon the total project cost. A grant awarded under this program may not cover more than 75% of the total costs of the project being funded. The applicant must clearly identify the source of the 25% non-federal portion of the budget and further identify the amount of funds that will be used.

Grant recipients must comply with certain enumerated requirements prior to receiving grant funding. Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 is one such requirement. This law prohibits smoking in any indoor facility owned, leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18 if the services are funded by federal programs either directly or through state or local governments; Civil Rights Compliance, Anti-Lobbying Act, Confidentiality and Human Subjects Protection (if applicable), and the National Environmental Policy Act (if applicable), and Federal programs include grants, cooperative agreements, loans or loan guarantees and contracts.

F. PROGRAM INFORMATION

The RSAT Program's purpose is to assist in the development and implementation of substance abuse treatment services in state, local and tribal correctional and detention facilities in addition to creating and maintaining a community-based aftercare service for offenders. The far-reaching goal of the RSAT is to break the cycle of drugs and violence by reducing the demand for, use and trafficking of illegal drugs. The RSAT Program is inherently designed to enhance the capability of states, and units of local and tribal government to provide residential substance abuse treatment for incarcerated inmates; and ultimately prepare these offenders for reintegration into their community by incorporating reentry planning activities into treatment programs. The program is intended to also assist offenders and their communities' transition through the reintegration process by delivering community-based treatment and other broad-based aftercare services.

Program recipients are required to design their individual program based upon effective, scientific, and proven industry practices. RSAT funds may be used to implement three types of programs: (1) Residential, (2) Jail-based, and (3) Aftercare. **All funded projects are required to provide aftercare services.** The following are the three types of RSAT Programs that meet the criteria:

Residential Program:

- Operate at least six (6) and no more than twelve (12) months.
- Provide residential treatment facilities set apart from the general correctional population. This is intended to mean *in a completely separate facility or dedicated housing unit inside a facility exclusively for use by RSAT participants*.
- Focus on the RSAT participant's substance abuse problems.
- Develop the RSAT participant's cognitive, behavioral, social, vocational and other related skills to effectively overcome problems related to substance abuse.
- Require urinalysis and/or other proven forms of reliable drug and alcohol testing for program participants including both periodic and random testing for former program participants while they remain in state or local government custody.
- If feasible, RSAT participation should be limited to those inmates having 6 to 12 months of confinement remaining so at the time when they complete the program they can be released from prison rather than returning to the general prison population.
- Requires the program design must be based on effective, proven, and scientific practices.

Jail-Based Program:

- Operate for at least three (3) full months.
- Focus on the inmate's substance abuse problems.
- Develop the inmate's cognitive, behavioral, social, vocational and other skills to overcome the related substance abuse problems.
- If feasible, separate the treatment participants from the general correctional population.
- Requires the program design be based on effective, proven and scientific practices.

Aftercare Component:

- Complement the Evidence-Based Probation Supervision (EBPS); the Substance Abuse Offender Treatment Program (OTP); and the Reentry Court through the Parolee Reentry Program (PRP). These new federal programs are supported by the American Recovery and Reinvestment Act (ARRA), Justice Assistance Grant (JAG) funds allocated to Cal EMA through the BJA.
- Projects shall ensure that individuals who participate in the substance abuse treatment program will be provided with aftercare services.
- Must involve coordination with other social services and rehabilitation programs to assist with the participant's placement into community substance abuse treatment services or facilities upon his or her release.
- Projects shall coordinate their efforts with existing Substance Abuse and Mental Health Services (SAMHSA) treatment programs that work to address the needs of this target population.
- The Director of the Aftercare Program must work in conjunction with the in-custody substance abuse treatment facilities to assist in the placement of program participants.
- Aftercare treatment must be for a period not to exceed one year after release from custody.

G. FEDERAL REPORTING REQUIREMENT

The BJA Performance Measures Tool (PMT) has replaced the Cal EMA Progress Report that in previous years was sent by Cal EMA to recipients. It is now the responsibility of the RSAT recipient to provide their progress report data to the BJA PMT website: www.bjaperformancetools.org on a quarterly basis. Each recipient will be issued a User ID and a Password which will allow recipients access into the BJA PMT for reporting purposes. Recipients are required to report activity for applicable measures related to the RSAT Program types (Residential, Jail-Based, Aftercare). Please note: the performance measures may change slightly based on feedback from the field and the BJA.

Cal EMA will collect quarterly reports from the online BJA PMT, fifteen (15) days after the end of each quarter. The due dates for reporting periods are as follows:

ACTIVITY PERIOD	TYPE OF DATA REQUIRED	PMT DUE DATE
January 1 – March 31	Numerical	April 15th
April 1 – June 30	Narrative & Numerical	July 15th
July 1 – September 31	Numerical	October 15th
October 1 – December 31	Narrative & Numerical	January 15 th

RSAT measures are divided into two data types - Numerical and Narrative. The numerical data is reported in the PMT for each period on the quarterly activity. The narrative information is collected by Cal EMA on a semi-annual basis, as shown in the schedule above. The narrative has seven questions that are required to be answered by all recipients of BJA funds. The following link provides the PMT RSAT numerical and narrative questions for program data collection.

<https://www.bjaperformancetools.org/help/RSATPerformanceIndicatorGrid.pdf> .

All Cal EMA RSAT recipients will be required to:

- Maintain supporting documentation used to compile PMT reporting data.
- Develop a system to collect and report performance measures before the PMT reporting period due date.
- Crosscheck all data records before reporting to the PMT to prevent significant reporting errors.
- Save a copy of the PMT report to their file for program purposes.

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. PROJECT NARRATIVE
 - C. PROJECT BUDGET
 - D. APPLICATION APPENDIX
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A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in Part IV of this RFA or on our website at www.calema.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal EMA standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal EMA templates and not allow for more space than provided by Cal EMA. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the ten (10) required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Award Face Sheet (Cal EMA 2-101)
- Project Contact Information (Cal EMA 2-102)
- Signature Authorization and Instructions (Cal EMA 2-103)
- Certification of Assurance of Compliance (Cal EMA 2-104)
- Project Narrative (Cal EMA 2-108)
- Project Budget (Including the Budget Narrative (Cal EMA 2-107) and the Budget Forms (Cal EMA 2-106 a-c))
- Operational Agreements
- Copy of the Agencies Drug (urinalysis) Policy
- Application Appendix (refer to Part II, Section D)

NOTE: Pay special attention to the required forms. Failure to submit the correct forms may result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner.
Do not bind the application.

B. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

Describe the problem addressed by this application and provide the most recent data for the following areas: supporting statistical data; target area; targeted population; crime statistics. Describe why the stated needs are not being met through existing resources. If you are enhancing an existing RSAT program, be specific regarding the addition of the Cal EMA RSAT funds (e.g. new beds, or services, etc).

2. Plan:

- Describe the overall plan for implementing and administering the Cal EMA RSAT Program.
- Describe required elements for plan development (goal, objectives, and activities or timelines).
- Describe staff personnel/job title that will have RSAT Program responsibilities. Include duties, name, position title, and qualification or certifications.
- Describe whether staff training is administered jointly with the treatment providers.
- Describe how any non-RSAT and non-cash match funds will be used to support RSAT implementation (i.e. Inmate Welfare Funds, Special funds, Alcohol and Drug Abuse Programs).
- Describe how the project will collect and report data relative to the anticipated service goals and the activities accompanied with each objective.

Mandatory Objectives:

OBJECTIVE #1: Provide or Enhance Residential Substance Abuse Treatment programs in a facility set apart from the general population in state, local, or tribal correctional and detention facilities or correctional community-based setting.

- **Management Procedures:**

Describe in detail how treatment services will be provided to in-custody participants. Describe the target population (i.e. male, female, adult, juvenile); the average treatment cost per offender, per day for the program; the number of days in the residential treatment program; finally, describe how the screening and assessment process will be developed and monitored.

- **Anticipated Service Goals:**

Provide the number of residential substance abuse treatment beds to be served or enhanced during the grant period; provide the total number of offenders entering residential treatment; average length of stay in the residential program in days for those completing the program; number of offenders who successfully complete the program.

OBJECTIVE #2: Develop the participant's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and other related problems.

- **Management Procedures:**

Describe the treatment delivery method that will be used; the proposed treatment length of time; service provider and qualifications; and case management approach. Describe the incorporation of reentry planning activities into the treatment program. Include any additional treatment philosophy, activities and related services.

- **Anticipated Service Goals:**

Provide the total number of offenders who successfully complete the program; how many are anticipated to drop out or be terminated from the program; the number who remained drug-free during the residential program; number who have passed drug testing during a reporting period; and the total numbers of offenders who have dropped out or were terminated from the program.

OBJECTIVE #3: Implement or continue required urinalysis or other proven reliable forms of drug and alcohol testing for participants and former participants while they remain in the custody of the state or local government.

- **Management Procedures:**

Describe the existing or proposed substance abuse testing policy and how testing is administered to participants (i.e. urinalysis, blood, toxicological screening). Discuss the methodology of tracking participants for drug testing; also discuss how sanctions are imposed in the event of participant violation, positive testing or program noncompliance. Include in the appendix of the Application a copy of the drug policy administered by your program.

- **Anticipated Service Goals:**

Provide the frequency of testing administered in the residential in-custody, jail-based, or aftercare setting.

OBJECTIVE #4: Assist the participant and the community through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.

- **Management Procedures:**

Describe how aftercare services will be provided. Include the coordination between the correctional treatment program, and other social services such as mental health and rehabilitation programs (i.e. education, job training, parole supervision, halfway houses, self-help, and peer group programs). Discuss the average length of stay, in days, for those completing the aftercare program; how many offenders enter the Cal EMA RSAT and other aftercare programs, and if it is RSAT funded or non-RSAT funded. Also include the average cost per offender, per day, for the aftercare program.

- **Anticipated Service Goals:**

Provide the anticipated total number of offenders who will successfully complete the aftercare program, and the anticipated total numbers of those who will drop out or be terminated. Discuss, of those who complete the aftercare program, the anticipated number that will remain arrest-free and drug-free during the aftercare program. Discuss from the number who complete the aftercare program, how many have remained arrest-free for one year following their release.

3. Capabilities

In this section of the project narrative demonstrate the ability to implement the plan. Provide a description of the agencies with which coordinated efforts will take place. Provide a detailed description of the relationship between the correctional treatment program and the therapeutic community, as well as state and local treatment and service agencies (particularly alcohol/drug abuse agencies as it applies to the services provided to the participant). These agencies may

include but are not limited to the Department of Alcohol and Drug Programs, Department of Social Services, Department of Health and Human Services, Mental Health, and County Drug Administrators. Explain how coordination between state and local service agencies and treatment providers will add to the quality and effectiveness of the service delivery system by:

- Working together to place program participants in appropriate community substance abuse treatment upon participants' release from incarceration at the end of their sentence or upon parole.
- Joint involvement in developing an individualized plan for community substance abuse treatment.
- Coordination between correctional representatives and alcohol and drug abuse agencies at state and local levels.

The Application Appendix must contain current Operational Agreements (OA's), signed and dated with each contracting agency involved in the coordination in placement of program participants into community and /or community-based substance abuse treatment services upon release. The signature date of the Operational Agreement should be no longer than three years, but must include the performance period.

The Application Appendix must also contain an Organizational Chart that shows the relationships between the implementing agency and project staff. Clearly show the placement of the Cal EMA RSAT funded project staff and their programmatic responsibility. The titles of positions in the Organizational Chart must match those specified in the Plan and in the Budget line-item.

C. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal EMA modifications and approval.

Cal EMA requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the applicant does not budget for a required item, the applicant assumes responsibility.
- Failure of the applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The applicant should refer to the *Recipient Handbook* for additional information concerning Cal EMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on the Cal EMA website at www.calema.ca.gov. Look on the right side of the Cal EMA homepage under "Quick links" for the *2009 Criminal Justice Programs Recipient Handbook*, or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)" and then look under the

“Related Links” section for “Recipient Handbooks”. Should you have additional budget questions, contact the Criminal Justice Specialist listed in Part I, Section B of this RFA.

Match Requirement: A grant application under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must clearly identify the source of the 25 percent non-federal portion of the budget and how the match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is demonstrated in the example below:

For an award amount of \$200,000, match would be calculated as follows:

$\$200,000 / .75 = \$266,667$ (Total Project Cost). $\$266,667 \times .25 = 66,667$ (Match)

1..Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project’s proposed budget supports the Program’s objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- Discuss the necessity for subcontracts and unusual expenditures; and
- Discuss the mid-year salary range adjustments.

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Microsoft Excel spreadsheets for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits (Cal EMA 2-106a)

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the applicant’s personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (Cal EMA 2-106b)

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during a Cal EMA site visit, a monitoring visit, or an audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The applicant must include sufficient per diem and travel allocations for person(s) to attend one required Cal EMA training conferences or workshops.

c. Equipment (Cal EMA 2-106c)

Equipment is defined as nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets are formatted to automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

D. APPLICATION APPENDIX

The application appendix provides Cal EMA with additional information from the applicant to support components of the application. The following must be included:

- **Organizational Chart:**
The Organizational Chart should clearly depict the structure of the applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- [Operational Agreement \(OA\):](#)
A copy of the endorsed OA should be sent with the application; the recipient shall maintain the original signatures. OAs must include the full agency name as well as the complete titles for each consenting party. In addition, the OA should include the dates that the OA will be in effect, which should cover the entire proposed grant period. The OA document must demonstrate a good-faith effort to develop and sustain a formal system of networking and coordination between other partnering agencies and the applicant. A sample OA can be accessed by selecting the link listed immediately above.
- Project Summary (Cal EMA 2-150)
- Noncompetitive Bid Request (Cal EMA 2-156) [if applicable]
- Project Service Area Information (Cal EMA 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal EMA 2-157) [if applicable]

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The applicant is strongly encouraged to review the following sections before preparing the application.

- A. FINALIZING THE GRANT AWARD AGREEMENT
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
-

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. Cal EMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to this authorization are made solely at the project's own risk, and may be disallowed. Cal EMA employees are not able to authorize an applicant to incur expenses or financial obligations prior to the execution of a Grant Award Agreement. However, once the Grant Award Agreement is finalized the Grant Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Award period.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal EMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

Cal EMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

Cal EMA may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal EMA.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received a Report of Expenditures and Request for Funds (Cal EMA 2-201) may be submitted for reimbursement.

c. Grant Award Amounts

When the amount of funds available is limited, Cal EMA may reduce the amount of the grant award from the amount requested by the applicant. In addition, Cal EMA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, Cal EMA will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the recipient's planning purposes.

1. The *Recipient Handbook (RH)*

The *Recipient Handbook* is accessible on our website at www.calema.ca.gov. Look on the right hand portion of the Cal EMA homepage under "Quick links" for the *2009 Criminal Justice Programs Recipient Handbook*, or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks". The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access (*RH 11500*)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited in the RFA instructions.

3. Progress Reports and Data Collection (*RH 10100*)

Funded projects are required to participate in data collection and to submit periodic progress reports required by the program. Projects are required to maintain accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of not less than three years. During site/monitoring visits, Cal EMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures/Request for Funds (*RH 6300*)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal EMA 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal EMA 2-201 will result in the withholding of funds and may result in the recommendation to Cal EMA's Executive Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (*RH 10300*)

Funded projects are assigned a Cal EMA program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should

expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH 10400*)

A monitoring visit is an onsite assessment by Cal EMA staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the Recipient Handbook. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH 8100*)

To safeguard public assets and to ensure that all grant funds are properly accounted for, Cal EMA requires that organizations receiving Cal EMA grant award(s) be audited in accordance with Recipient Handbook section 8100.

8. Source Documentation (*RH 10111*)

Grant recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the expressed objectives outlined in the Grant Award Agreement. Grant recipients must retain their source documentation used when compiling information provided in progress reports submitted periodically to Cal EMA, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFA instructions. Grant recipients are required to have written job descriptions on file for each position funded by Cal EMA. These descriptions should detail the specific grant-related activity that each position is assigned to achieve pursuant to the project's plan to meet the program purpose and objective.

9. Bonding Requirements (*RH 2160*)

Private community-based organizations and American Indian organizations are required to obtain and send to Cal EMA a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal EMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, California Emergency Management Agency" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

10. Copyrights, Rights in Data, and Patents (*RH 5300-5400*)

Cal EMA owns the rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the Recipient Handbook.

C. BUDGET POLICY

This document summarizes information on Cal EMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the Recipient Handbook at www.calema.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” for the *Criminal Justice Programs Recipient Handbook*, or scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for “Recipient Handbooks”.

1. Supplanting Prohibited (*RH 1330*)

Grant funds must be used to supplement existing funds for program activities and *cannot replace* or supplant funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal EMA indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

2. Project Income (*RH 6610*)

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*RH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal EMA program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which require prior Cal EMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal EMA will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal EMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Requirements (*RH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

a. State Funds Matching State or Federal Funds (*RH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) the other funding source does not prohibit this practice;
- 2) the funds are to be used for identical activities (e.g., to augment the project); and
- 3) the project has obtained prior written approval from Cal EMA or the terms of the program allow this practice.

b. Type of Match

1) Cash Match (*RH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*RH 6512*)

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be separately identified in the budget.

5. Travel Policies (*RH 2236*)

The following is Cal EMA's current travel policy:

a. Travel and Per Diem (*RH 2236*)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal EMA approval.

2) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$40.00 for a 24-hour period.

3) Lodging

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

4) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140.00, plus applicable taxes.

5) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 50 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a

higher rate must be on file and available for audit, but should not be submitted with the application.

6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*RH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*RH 3710*)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency

a. Rates (*3710.1*)

The maximum rate for independent contractors is \$250.00 per hour (excluding travel and subsistence costs). Compensation over \$250.00 per hour requires additional justification and **prior approval** from Cal EMA.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for such witness fees is \$250.00 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds [attach the justification to Cal EMA 2-106 (formerly OES A303b)].

8. Facility Rental (*RH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms (*RH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal EMA prior to the execution of a rental or lease agreement.

10. Audits (*RH 8150*)

Recipients expending between \$25,000 and \$499,999 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- if the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

11. Equipment (*RH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal EMA is required.

b. Computers and Automated Equipment (*RH 2340*)

1) Community-Based Organizations (*RH 2342.1*)

Community-based organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal EMA is required.

2) Units of Government (*RH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Cal EMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (*RH 2341*)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the applicant will be sent instructions for preparing the justification.

12. Prohibited Expense Items (*RH 2240*)

a. Bonuses and Commissions (*RH 2241*)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*RH 2243*)

Cal EMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*RH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*RH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH 2247*)

The cost for a weapon and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

APPLICATION FORMS

Click on one of the links below to access the corresponding form. Save the form to your hard drive before filling it out. To access the complete list of forms go to www.calema.ca.gov, scroll over the “Grants Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” then look under the “Related Links” section for “Forms”. Or, paste the following link into your browser:

[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

[Checklist](#)

[Coversheet](#)

[Grant Award Face Sheet and Instructions \(Cal EMA 2-101\)](#)

[Project Contact Instructions and Information \(Cal EMA 2-102\)](#)

[Signature Authorization and Instructions \(Cal EMA 2-103\)](#)

[Certification of Assurance of Compliance \(Cal EMA 2-104\)](#)

[Application Budget – Budget Narrative \(Cal EMA 2-107\)](#)

[Project Narrative \(Cal EMA 2-108\)](#)

[Budget Forms \(Excel spreadsheet format\) \(Cal EMA 2-106 c.\) - With % Match](#)

[Project Summary \(Cal EMA 2-150\)](#)

[Sample Operational Agreement \(Cal EMA 2-161\)](#)

[Noncompetitive Bid Request Checklist \(Cal EMA 2-156\)](#)

[Project Service Area Information \(Cal EMA 2-154\)](#)

[Computer and Automated Systems Purchase Justification \(Cal EMA 2-157\)](#)

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM**GLOSSARY OF TERMS**

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet (Cal EMA 2-101) is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals. The Recipient was formerly referred to as the "Grantee."
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal EMA becomes the application. This application, once signed by Cal EMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement (Cal EMA 2-101).
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal EMA in verifying that recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between Cal EMA and the local government agency or organization authorized to accept grant funding. (See Application).
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal EMA 2-101)
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal EMA Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances).
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual:</p> <p>(3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or</p> <p>(4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set

	appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal EMA that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible at www.calema.ca.gov . Look on the right side of the Cal EMA homepage under "Quick links" for the <i>2009 Criminal Justice Programs Recipient Handbook</i> or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks". The <i>Recipient Handbook</i> was previously called the " <i>Grantee Handbook</i> ."
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal EMA to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal EMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal EMA funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal EMA funds with Cal EMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, Cal EMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code